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ABSTRACT

This handbook is intended to assist trainers, design specialists, training managers, technical trainers, and other members of the public sector who conduct training on an occasional basis. The following topics are covered: understanding human resource development (HRD) and its role in the public sector--expanding the scope and significance of HRD in the public sector, varieties of training and development (T&D), and organizational systems for HRD in government agencies; designing effective T&D programs (analyzing training needs, gaining organizational support for T&D programs, designing T&D programs, and developing effective curricula and lesson plans); selecting instructional methods (research and theory on adult learning, lecture and discussion methods, printed materials and practice and feedback techniques, and behavior shaping and technology-based methods); and conducting and evaluating programs (conducting training programs, evaluating training programs, and major trends in public sector training). Appended are the following: excerpts from a report on the role of schools in public affairs and administration in midcareer and executive education; lists of 15 categories of training and the important competencies of executives, managers, and supervisors as identified by the Office of Personnel Management; and an overview of the Federal Executive Institute program. Lists of 135 references and 37 suggested readings are included. (MN)

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